

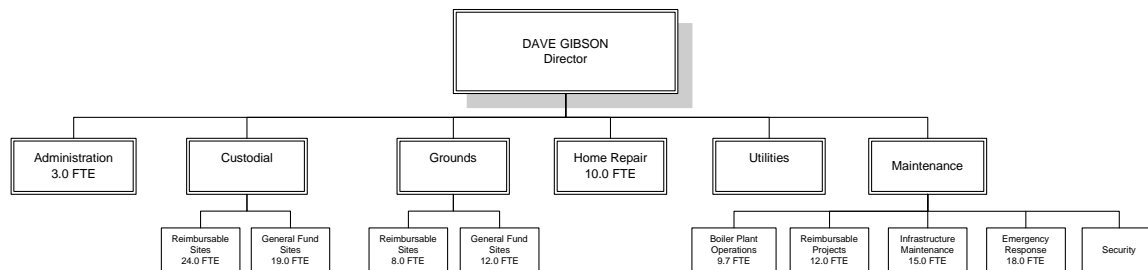
FACILITIES MANAGEMENT DEPARTMENT

Dave S. Gibson

MISSION STATEMENT

Our Mission is to serve the public by providing quality services enabling County Departments and Staff to effectively meet the expectations of their customers.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

	2004-05			
	Appropriation	Revenue	Local Cost	Staffing
Administration	407,397		407,397	4.0
Custodial	3,200,343	1,657,556	1,542,787	43.0
Grounds	1,283,962	614,736	669,226	20.0
Home Repair				10.0
Maintenance	6,855,504	3,300,000	3,555,504	54.7
Utilities	16,326,547		16,326,547	
TOTAL	28,073,753	5,572,292	22,501,461	131.7

Administration

DESCRIPTION OF MAJOR SERVICES

The Facilities Management Department Administration Division provides support to four divisions within Facilities Management (Custodial, Grounds, Home Repair, and Maintenance) and monitors the San Bernardino County utilities budget.

The Administration Division develops internal policies and procedures to ensure all divisions deliver quality service to their customers. The division establishes goals to assure adherence to the department's mission.

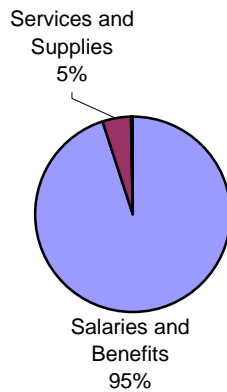
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	346,576	385,060	326,192	407,397
Departmental Revenue	284	-	-	-
Local Cost	346,292	385,060	326,192	407,397
Budgeted Staffing		4.0		4.0



2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY

2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Internal Services
DEPARTMENT: Facilities Management
FUND: Administration

BUDGET UNIT: AAA FMD FMT
FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	307,500	360,220	21,830	-	(37,087)	344,963	42,302	387,265
Services and Supplies	17,999	24,147	1,568	-	-	25,715	(6,347)	19,368
Transfers	693	693	-	-	-	693	71	764
Total Appropriation	326,192	385,060	23,398	-	(37,087)	371,371	36,026	407,397
Local Cost	326,192	385,060	23,398	-	(37,087)	371,371	36,026	407,397
Budgeted Staffing		4.0	-	-	(0.5)	3.5	0.5	4.0



DEPARTMENT: Facilities Management
 FUND: Administration
 BUDGET UNIT: AAA FMD FMT

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	4.0	385,060	-	385,060
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	21,830	-	21,830
Internal Service Fund Adjustments	-	1,568	-	1,568
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	23,398	-	23,398
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	-	-	-	-
Impacts Due to State Budget Cuts	(0.5)	(37,087)	-	(37,087)
TOTAL BASE BUDGET	3.5	371,371	-	371,371
Department Recommended Funded Adjustments	0.5	36,026	-	36,026
TOTAL 2004-05 PROPOSED BUDGET	4.0	407,397	-	407,397

SCHEDULE B

DEPARTMENT: Facilities Management
 FUND: Administration
 BUDGET UNIT: AAA FMD FMT

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Reduce partial year funding of Staff Analyst II (position #6327)	(0.5)	(37,087)	-	(37,087)
Reduction in expenses to meet state budget impacts . This reduction will be restored in Department Recommended Funded Adjustments as a result of an overall department adjustment of local cost targets .				
Total	(0.5)	(37,087)	-	(37,087)



SCHEDULE C

DEPARTMENT: Facilities Management
 FUND: Administration
 BUDGET UNIT: AAA FMD FMT

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Salaries and Benefits Increase to cover step increases.	-	5,215	-	5,215
2. Services and Supplies Reduction in phone costs per ISD estimates.	-	(6,347)	-	(6,347)
3. Transfers Increase in charges for EHAP, EAP, CEHW	-	71	-	71
4. Salaries and Benefits Restoration to provide full year funding of a Staff Analyst II (position #6327) previously reduced to meet state budget impacts.	0.5	37,087	-	37,087
Total	0.5	36,026	-	36,026

